

# PROPERTY TRANSACTION

OTECH 254-TMS (REV. 06/2015)

## Tenant Managed Services (TMS)

Visit Information	
Tenant Name:	CRQ/INC Number:
Tenant Organization:	Date:
Work Phone:	Entering Time:
Cell Phone (contact number while onsite):	Exiting Time:

Description of Tenant property, including all component parts (e.g., laptop, printer, cable, etc.) being brought into and/or being taken out of the California Department of Technology facility:					
Equipment Description	Being Brought In	Being Taken Out	Make	Model #	**Serial #, Name of Agency on Asset Tag or N/A
<b>**If equipment listed does not have a department asset tag or a serial number, annotate with the value of "N/A".</b> <b>NOTE: THE TENANT AND SECURITY GUARD MUST INITIAL THAT ROW.</b>					

Attach additional copies of the form as needed.			
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Tenant Check In Signature:	Officer's Signature: I have inspected the above equipment being brought into the facility.
Tenant Check Out Signature:	Officer's Signature: I have inspected the above equipment being removed from the facility and have verified that the equipment belongs to the Tenant.
TMS or OHMS Check Out Signature:	
I have inspected the above equipment being removed from the facility and have verified that the equipment belongs to the Tenant. <b>- USED FOR COMPUTER ROOM EQUIPMENT REMOVALS ONLY -</b>	
<b>EQUIPMENT SHALL NOT BE REMOVED FROM THE FACILITY OUTSIDE OF NORMAL BUSINESS HOURS WITHOUT PRIOR APPROVAL FROM TMS OR OHMS</b>	

**NOTE:** Please bring a hard copy of this form with you to the OTech facility to facilitate your check-in and check-out processing by California Department of Technology security personnel.